Functional Category: Project Accounting

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	Project Accounting General Requirements					
PR 1.00	System should perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.					
PR 2.00	Projects is integrated with other relevant modules including but not limited to purchasing, asset management, cost accounting, inventory, human resources, accounts payable, revenue and general ledger modules.					
PR 3.00	System should differentiate all transactions between operating and capital budgets.					
PR 4.00	System should create project budgets with multiple funding sources, including but not limited to:					
PR 4.01	Grants					
PR 4.02	Bonds					
PR 4.03	General Fund					
PR 4.04	Enterprise and Internal Service Funds					
PR 4.05	Federal Funds					
PR 4.06	State Funds					
PR 4.07	Trust Funds/Donations					
PR 4.08	Fee-supported Projects					
PR 4.09	Earned Interest Income					
PR 4.10	Other User-Specified Operating Funds					
PR 5.00	System provides the ability to classify sub-categories for each funding source (e.g. breakdown of different Federal sources).					
PR 6.00	System maintains demographic information for the following:					
PR 6.01	Agency (Department)					
PR 6.02	Designer					
PR 6.03	Contractor					
PR 7.00	System should create debt service budgets for bond funded projects.					
PR 8.00	System should allocate direct and indirect financing costs to projects.					
PR 9.00	System should allocate interest income as a funding source.					
PR 10.00	System provides budget forecasting for multi-year periods, which can support development of a Capital Improvement Plan and an Operating Project Improvement Plan.					
PR 11.00	System allows for multiple fiscal year budgets for projects.					

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PR 12.00	System links project to a grant.					
PR 13.00	System should uniquely identify each project through the assignment of a project number and maintain project-related descriptive information in a project table.					
PR 14.00	System should establish project accounts to record project budgets, pre-encumbrance/ encumbrance, expenditures, anticipated revenues, and receivables.					
PR 15.00	System provides summary and detailed capital and operating project budgets by:					
PR 15.01	Project					
PR 15.02	Project Phase					
PR 15.03	Agency (Department)					
PR 15.04	Fund					
PR 15.05	Organization (Allotment, Division, Cost Center)					
PR 15.06	Supervisory District or other geographical breakdown					
PR 15.07	Program					
PR 15.08	Expenditure Object					
PR 15.09	Job Level					
PR 15.10	Source of Revenue					
PR 16.00	System provides multiple revisions and amendments to the budget in the above detail.					
PR 17.00	System records and maintains data at the following levels of detail:					
PR 17.01	Fiscal Year					
PR 17.02	Funding Fiscal Year					
PR 17.03	Fund					
PR 17.04	Organization (Allotment, Division, Cost Center)					
PR 17.05	Project					
PR 17.06	Program					
PR 17.07	Activity					
PR 17.08	Task					
PR 17.09	Phase					
PR 17.10	Contract					
PR 17.11	Object of Expenditure					
PR 17.12	Source of Revenue					

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PR 18.00	System allows inquiries into budgets, pre-encumbrances/encumbrances, revenues, and expenditures at any level described above.					
PR 19.00	System allows for the ability to upload and download various data from spreadsheets, word processors and databases.					
PR 20.00	System will carry forward unexpended project budgets over year-end.					
PR 21.00	System will access prior years' project cost.					
PR 22.00	System will report actual project-to-date for the capital or operating budget.					
PR 23.00	System will establish reimbursable budgets for projects. Reimbursable budgets control expenditures available for project billing only.					
PR 24.00	System will accumulate and bill for all reimbursable portions of projects.					
PR 25.00	System provides users with security authorization to override the reimbursable budget					
PR 26.00	System edits transaction to ensure that project billings do not exceed the reimbursable budget.					
PR 27.00	System will establish project activity at a lower level of detail (e.g., phase) than project number and track financial activity associated with each location, phase, or activity within phase.					
PR 28.00	System provides the ability to move funding from one project to another, with appropriate security control.					
PR 29.00	System will increase or decrease project funding after project is in place, with the appropriate security control.					
PR 30.00	System provides project budgetary control options as follows:					
PR 30.01	Absolute control - prevents transaction from processing without override approval					
PR 30.02	Warning – provides warning message but allows transaction to process					
PR 30.03	No control – allows transaction to process without warning					
PR 31.00	System provides the ability to suspend, prevent transactions from posting against, a project.					
PR 32.00	System will carry forward fiscal year appropriation and cash balances for multi-year projects.					

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PR 33.00	System allows entry of a variety of descriptive information about a project, such as a narrative.					
PR 34.00	System tracks projects over multiple years.					
PR 35.00	System tracks projects by budget revisions.					
PR 36.00	System allows users to create and maintain project schedule templates.					
PR 37.00	System provides users with the option of referencing project schedule template when establishing the project-specific schedule.					
PR 38.00	System provides users with the option of manually creating the project schedule.					
PR 39.00	System monitors project progress and milestone accomplishments against a project-specific schedule.					
PR 40.00	System provides issue statuses including but not limited to (open, closed, and assigned).					
PR 41.00	System provides the following issue related fields:					
PR 41.01	Creator					
PR 41.02	Responsible Person					
PR 41.03	Create Date					
PR 41.04	Issue Description					
PR 41.05	Resolution Date					
PR 42.00	System provides for entering and monitoring issues.					
PR 43.00	System should provide ability to establish project budgets and track/control revenues and expenditures against the budget.					
PR 44.00	System provides an automated cross reference to all internal and external project numbers.					
PR 45.00	System allows billing to other agencies or internal organizational units for services or commodities rendered.					
PR 46.00	System can require electronic approvals in order to process a transfer of funds in accordance with GAAP.					
PR 47.00	System provides a method for the State to recognize intragovernmental transactions.					
	Project Detail					
PR 48.00	System establishes projects that may cross funds or budget units.					

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PR 49.00	System associates project budgets with budgetary control appropriations in the General Ledger ensuring consistency across applications.					
PR 50.00	System tracks the application of funding to actual expenditure.					
PR 51.00	System associates multiple funding sources with projects.					
PR 52.00	System will identify projects lacking financial activity for a user-defined period for possible closeout.					
PR 53.00	System will calculate capitalized interest by project.					
PR 54.00	System will maintain historical data for all projects independent of G/L data (across multiple fiscal years).					
PR 55.00	System will summarize or "rollup" expenditures to a higher budget level (budget not requiring minute detail).					
PR 56.00	System separates costs by real estate acquisition and construction.					
PR 57.00	System provides a hierarchical approach to tracking and reporting projects costs and other user defined fields (i.e., main project, sub-project, task, sub-task).					
PR 58.00	System will associate multiple funding sources to multiple phases within projects.					
PR 59.00	System supports project budgets and expenditures down to funding source and phase levels.					
PR 60.00	System accommodates resource scheduling on projects.					
PR 61.00	System provides the ability to assign resources (people) to a project.					
PR 62.00	System provides the ability to link a project to multiple bond issues.					
	Project Accounting					
PR 63.00	System is completely integrated with other system modules including but not limited to purchasing, payroll, and cost accounting module to provide real-time transactional information for requisitions, contracts and labor distributions.					
PR 64.00	System will accommodate the change order process for projects.					
PR 65.00	System will track retainage and release by user-defined percentages.					
PR 66.00	System will assign indirect cost codes.					
PR 67.00	System will track both contracts and in-house spending to a project.					
PR 68.00	System will transfer transaction detail from one project to another.					
PR 69.00	System accommodates multiple change orders.					
PR 70.00	System accommodates multiple transfers of funds between projects.					

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PR 71.00	System will automatically set aside retainage by multiple user-defined percentages and release formulas.					
PR 72.00	System will record non-financial data without affecting financial accounts.					
PR 73.00	System will differentiate between direct and indirect costs and identify the type of costs (i.e., fixed, fixed plus flat fee, etc.).					
PR 74.00	System will track multiple contracts to a single project.					
PR 75.00	System will track a single contract to multiple projects.					
PR 76.00	System allows input, adjustments, and transfer of costs at the lowest level of account coding.					
PR 77.00	System will generate on-line, user defined warning when project and phase expenditures nears or exceeds the original project estimates.					
PR 78.00	System will maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.					
PR 79.00	System provides the ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.					
PR 80.00	System will prevent contractors from getting paid prior to the official start date of the project or until access requirements and ADA regulations are met, with the ability to override with the proper security.					
PR 81.00	System will allow processing of project-related revenue transactions outside of the project service dates (with override capability).					
PR 82.00	System will identify expenditures by grant number, project number, and outstanding encumbrances for specific project number.					
PR 83.00	System will alert user with a flag or warning when project budget is overcharged either by overall project, phase, or task and allows the overcharge only with proper security.					
PR 84.00	When security allows overcharge, no other users other than the specified user can charge against the project budget.					
PR 85.00	System will track project and contract costs and encumbrances by equipment/asset categories.					
PR 86.00	System can allocate and track budget dollars by selected user-defined levels.					

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PR 87.00	System will increase or decrease the maximum amount of project funding with proper security.					
PR 88.00	System will validate charges against project master files to determine if:					
PR 88.01	Charges are to open projects.					
PR 88.02	Accounts charged are valid for specified projects.					
PR 89.00	System will obtain project titles online to assist in proper identification for data entry.					
PR 90.00	System will allocate an amount of revenue/ expenditure by entered percentages to various projects.					
PR 91.00	System will allow posting of non-financial transactions to project ledgers without corresponding posting to general ledger accounts.					
PR 92.00	System will maintain accrual and cash basis balances.					
PR 93.00	System will track multiple year expenditures.					
PR 94.00	System will accumulate balances for:					
PR 94.01	Actuals					
PR 94.02	Budgets					
PR 95.00	System will allow or disallow spending of anticipated revenue for each project.					
PR 96.00	System will generate "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective date.					
PR 97.00	System projects the cash available by project.					
PR 98.00	System will calculate interest liability based on clearance pattern analysis and daily cash balances.					
	Project Close					
PR 99.00	System will allow the user to specify and control the project closing process through user tables and security.					
PR 100.00	System supports multiple closing of projects at the user's options.					
PR 101.00	System will close projects partially or completely.					
PR 102.00	System provides an automated procedure to purge and archive data for closed projects.					
PR 103.00	System will identify inactive projects for possible close.					
PR 104.00	System will close project at user specified date.					

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PR 105.00	System will close and capitalize or expense each project as completed and make required entries to the asset or expense accounts and work-in-progress accounts.					
PR 106.00	System will re-open a closed project with proper security.					
PR 107.00	System will transfer construction-in-progress accounts to fixed asset accounts at project close or completion.					
	Transportation					
PR 108.00	System must have access to cost of materials associated with highway maintenance activities. Unit cost and estimated quantity will determine estimated cost of materials for each project or activity.					
PR 109.00	System must provide capability to capture, track and manage material cost whether purchased through direct purchase, statewide contract or local purchase for each maintenance work activity by departmental unit, dollar amount and description.					
PR 110.00	System must provide a mechanism to track material purchases from vendors on an emergency basis on maintenance projects where there are items not on a statewide contract.					
PR 111.00	System must provide the capability to list the sources of vendors of various materials and cost associated with the procurement on maintenance projects.					
PR 112.00	System must have the capability to differentiate contracted versus departmental work and also allow for cost comparison on maintenance projects.					
PR 113.00	System must provide a mechanism to upload materials sub-contracts information to clearly identify approved materials sub-contractors to appropriate personnel on highway construction projects.					
PR 114.00	System must provide a mechanism to upload signed subcontracts information and identify approved subcontractors to appropriate personnel on highway construction projects.					
PR 115.00	System must be capable of calculating quantities of certain bid items on highway construction contracts based on the entry of specific measurable quantities that relate directly to a bid item on the contract. Measured parameters for each bid item would be identified by construction personnel.					

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PR 116.00	System must provide the capability of flagging quantities intended for payment on highway construction projects that do not have appropriate Materials and Test Certifications.					
PR 117.00	System must provide authorized personnel with the ability to withhold payment of specific line items on highway construction contracts due to insufficient materials and test quantity verification information.					
PR 118.00	System must provide capability of tracking materials and test charges on highway construction contracts.					
PR 119.00	System must facilitate the transfer of documented quantities from electronic field books into accounting system for contractor's progress payments on all highway construction contracts.					
PR 120.00	System must provide a flagging mechanism to identify and track non-verified quantities and include a tracking system to document the resolution of quantity discrepancies on highway construction contracts.					
PR 121.00	System must be capable of tracking stockpiled materials and automatically performing the calculations necessary to remove the materials from the stockpile and paying the contractor for installing the bid item. System must also be able to handle multiple stockpiles on the same item on highway construction contracts.					
PR 122.00	System must have the ability to track and manage receipt of performance surety bonds for applicable items on highway construction contracts.					
PR 123.00	System must provide a mechanism to provide explanations for item over and under runs on each highway construction contract.					
PR 124.00	System must provide a mechanism to finalize the engineer's estimate of quantities (EEQ) for final payment to contractor on highway construction contracts.					
PR 125.00	System must provide a mechanism to transmit, document return receipt, upload, and manage the labor and materials affidavit for final payment to be released to contractor on highway construction contracts.					
PR 126.00	System must provide a mechanism to document claims filed against contractors and lawsuits filed against contractors on each highway construction contract.					

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PR 127.00	System must facilitate distribution of the release of contractor's retainage letter information to appropriate personnel on highway construction contracts.					
PR 128.00	System must automatically track the funding sources for each bid item on highway construction contracts including the identification of those that have federal funding involved and those that do not.					
PR 129.00	System must facilitate the centralized management of documentation (forms, contracts, letters, etc.) associated with Highway construction contracts. Authorized personnel must be given access to all documents associated with the contract (I.e. contract documents, special provisions, supplemental specifications, supplemental agreements, contract changes, etc.)					
PR 130.00	System must have capability to generate construction spending reports based on contract bid letting data and data contained on the Engineer's Estimate of Quantities. System should be capable of identifying construction spending sorted according to grand division of state, region of state, county, municipality, election district, funding source or project classification (i.e. resurfacing, new roadway, signalization, lane addition, bridge repair, etc.)					
	Reporting					
PR 131.00	System has the ability to generate reports from specific or ranges of:					
PR 131.01	Project Number or Name					
PR 131.02	Type (capital or operating)					
PR 131.03	Agencies and Organization/Division					
PR 131.04	Year					
PR 131.05	Funding Source					
PR 132.00	System will produce variance reports according to the account ranges specified above.					
PR 133.00	System provides reports at the end of projects listing expenditures by funding sources and type including associated invoice and warrant numbers at a summary and detail level.					
PR 134.00	System provides the following reports:					
PR 134.01	Project expenditures by type of expenditure, i.e. fixed asset, component, etc.					
PR 134.02	Project expenditures by vendor and invoice number.					

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PR 135.00	System will produce project status reports for current month, YTD and inception-to-date.					
PR 136.00	System will report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.					
PR 137.00	System will track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.					
PR 138.00	System provides resource monitoring and resource utilization queries and reports.					
PR 139.00	System should provide project on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).					
PR 140.00	System will provide an on-line inquiry screen that displays project budget, encumbrances, expenditures, revenues, vendors, customers and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.					